

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

February 27, 2018

Administration & Rules Committee

1. Call to Order

Meeting was called to order by Rinard at 8:30 a.m.

2. Roll Call

Administration and Rules Committee Members

Members present: Jim Braughler, Jim Schroeder, Jennifer Hanneman, Steve Nass and Amy Rinard.
Others Present: Ben Wehmeier, County Administrator; Connie Freeberg, Paralegal; J. Blair Ward, Corporation Counsel; Barb Frank, County Clerk, Anita Martin

3. Certification of compliance with Open Meeting Law Requirements

Wehmeier certified compliance with the open meeting law.

4. Review of Agenda

Items 12 & 13 were moved up to accommodate staff.

5. Public Comment

6. Approval of the January 30, 2018 Committee meeting minutes

Motion by Schroeder; Second by Braughler to approve the January 30, 2017 Committee meeting minutes as presented. (Ayes-All) Motion carried.

7. Approval of the February 13, 2017 County Board minutes

Motion by Hanneman; Second by Braughler to approve the February 13, 2018 County Board minutes as corrected. (Ayes-All) Motion carried.

8. Communications

- Corrections to February 13, 2018 County Board Minutes
- Draft County Board Per Diem Cost

9. Discussion with legal counsel on the status of County Board committees between the organizational meeting and the Chair making permanent committee appointment

Ward did some research on this. His opinion is that elections are official at midnight on the 3rd Tuesday in April. No action taken.

10. Discussion and possible action on county board rules

Wehmeier went over the proposed board rule revisions. These proposed changes will be introduced to the County Board at their March meeting. No action taken.

11. Discussion and possible action on county board supervisor orientation topics

A survey was sent out. Staff is still waiting for responses on this. No action taken.

12. Discussion and possible action on amending the official newspaper specifications to include publishing of the county weekly meeting notice

Wehmeier explained that the Daily Union does not publish our meetings in the newspaper. Staff will get more information on this and it will be discussed at the next meeting. No action taken.

13. Discussion and possible action on bids for the official newspaper 2018-2020 and recommendation to County Board

One bid was received from the Jefferson County Daily Union.

Motion by Braughler; Second by Hanneman to approve the Jefferson County Daily Union as the official newspaper for 2018-2020. (Ayes-All) Motion carried.

14. Review of County Clerk staffing level request

Frank is requesting a temporary increase in hours for the Deputy County Clerk/Elections Clerk through the end of 2018.

Motion by Nass; Second by Schroeder to approve a temporary increase in hours for the Deputy Clerk/Elections Clerk position in the County Clerk's office through the end of the year. (Ayes-All)
Motion Carried

15. Discussion of department annual reports

This will be discussed at the next meeting. No action taken.

16. Financial Reports (December)

- a. Clerk of Courts
- b. Corporation Counsel
- c. County Administrator
- d. County Board
- e. County Clerk
- f. Register of Deeds

Financial Reports were provided for review. If anyone has feedback on the new report format let Wehmeier know. No action taken.

17. Update on Strategic Plan

Wehmeier has been talking to Diane from Chamness about next steps in this process. No action taken.

18. County Administrator's monthly report

Wehmeier gave a verbal report highlighting the following: Attended Madwaukee meeting, finalized UW Extension contract, appraisal in process for highway shop, attended the WCA Legislative Exchange, working with the classification & compensation study process, testified at the Public Hearing on the Juvenile Corrections Bill; WMMIC Board meeting, will attend the AGRIP Governance and Leadership conference in San Diego, met with CEO from Opportunities, sat in on grant review process for the United Way. No action taken.

19. Discussion and possible action on tentative future meeting schedule and agenda items – (March 28, 2018)

- Approval of February 27, 2018 Administration & Rules Committee meeting minutes
- Approval of March 13, 2018 County Board meeting minutes
- Financial Reports (January)
- Discussion and possible action on county board supervisor orientation topics
- Discussion of department annual reports
- Update on Strategic Plan
- Discussion and possible action on remote attendance at meetings
- Discussion and possible action on printing meeting notices in area newspapers

15. Next meeting March 28, 2018

16. Adjourn

Motion made by Nass; Second by Hanneman to adjourn at 11:31 a.m. (Ayes-All) Motion Carried.